



PLEASE READ AND FOLLOW ALL INSTRUCTIONS FOR COMPLETE INFORMATION ON FILING THIS FORM.

TO BE COMPLETED AND FILED BY **ANY COMMITTEE SUPPORTING OR OPPOSING A BALLOT MEASURE**

**WHEN:**

- (1) Initially, within ten days after receiving or expending an initial \$2,500.00 (please note an initial report is not required after every \$2,500.00 spent or received) and, thereafter within ten days following the end of each calendar quarter (January 10, April 10, July 10, October 10) either before or after each election regardless of whether contributions have been received or expenditures made.
- (2) **ALL COMMITTEES: MUST FILE A PRE-ELECTION REPORT FIFTEEN DAYS BEFORE EACH ELECTION SHOWING CONTRIBUTION AND EXPENDITURE ACTIVITY CURRENT AS OF 20 DAYS BEFORE THE ELECTION. THIS REPORT IS FILED EVEN IF NO FUNDS ARE RECEIVED AND NO EXPENDITURES MADE. A PRE-ELECTION REPORT MAY NOT BE FILED EARLIER THAN 20 DAYS PRIOR TO AN ELECTION.**
- (3) Quarterly reports are due within ten days following the end of each calendar quarter (January 10, April 10, July 10, October 10) until a Final Report is filed; however, if a pre-election report is required to be filed within thirty days of the end of the prior calendar quarter, the quarterly report and pre-election report must be combined and filed to meet the pre-election report deadline.
- (4) A Final Report is filed when the campaign account is closed (i.e., no funds are in the account and no money is due or owed); however, no later than sixty days (60) after the election.

**KEEP A COPY OF THE FORM FOR FOUR (4) YEARS**

**\$100.00 PER DAY PENALTY IF LATE**

WHO MUST FILE	WHERE TO FILE
Any Ballot Measure Committee	STATE ETHICS COMMISSION 5000 THURMOND Mall, Suite 250 Columbia, SC 29201

## RESTRICTIONS

- (1) Cash contributions are limited to \$25.00, however, the name and address of each such contributor must be obtained.
- (2) A committee may have only one campaign checking and one campaign savings account.
- (3) Public funds or property may not be utilized in an election campaign.
- (4) Campaign funds may not be used for personal use unrelated to the campaign.
- (5) Anonymous contributions are prohibited and must be donated to the Children's Trust Fund within seven days of receipt.
- (6) Campaign contributions may not be accepted or solicited by any person on the State Capitol grounds, in state office buildings, or at the principal office of a statewide official.
- (7) Judges, solicitors, the Attorney General and his assistants may not solicit campaign contributions except for their own campaign. Law enforcement officers may not solicit for any candidate, including themselves, while in uniform.
- (8) A petty cash fund of \$100.00 or less may be established with no expenditure exceeding \$25.00.
- (9) Any person making an expenditure for communications (ads, campaign solicitations, etc) must place his name and address on the printed material.
- (10) Contributions must not be used for any purpose other than the purpose for which the Ballot Measure Committee was originally created.

### **DEFINITIONS:**

**CONTRIBUTION** - means a gift, subscription, loan, guarantee upon which collection is made, forgiveness of a loan, an advance, in-kind contribution or expenditure, a deposit of money or anything of value made to a candidate or committee, as defined in Section 8-13-1300(6), for the purpose of influencing an election; or payment or compensation for the personal service of another person which is rendered for any purpose to a candidate or committee without charge. 'Contribution' does not include volunteer personal services on behalf of a candidate or committee for which the volunteer receives no compensation from any source or a gift, subscription, loan, guarantee upon which collection is made, forgiveness of a loan, an advance, in-kind contribution or expenditure, a deposit of money, or anything of value made to a committee, other than a candidate committee, and is used to pay for communications made not more than forty-five days before the election to influence the outcome of an elective office as defined in Section 8-13-1300(31)(c). These funds must be deposited in an account separate from a campaign account as required in Section 8-13-1312.

**IN-KIND CONTRIBUTION OR EXPENDITURE** - means goods or services which are provided to or by a person at no charge or for less than their fair market value.

**EXPENDITURE**- means a purchase, payment, loan, forgiveness of a loan, an advance, in-kind contribution or expenditure, a deposit, transfer of funds, gift of money, or anything of value for any purpose.

**BALLOT MEASURE COMMITTEE CAMPAIGN DISCLOSURE FORM**  
**GENERAL INSTRUCTIONS**

**NOTE:** An original and one copy of all applicable parts of this form must be filed with the appropriate supervisory office. Only Pages 1 and 2 need to be filed if there have been no contributions or expenditures to report for the filing period. Section "C" must be filed if there are any loans or obligations reported in Item 10. Section "D" must be filed with the final report if the campaign has any assets of \$100.00 or more.

Please type or print all responses. Incomplete or illegible forms may be returned. Supplemental sheets may be added if additional space is required.

**Fax copies of these forms will not be accepted.** The originals must be received no later than 5:00 p.m. on the date of the established deadline.

You are required to keep a copy for your records for four (4) years.

**A late filing penalty of \$100.00 per day WILL be assessed by the appropriate supervisory office if the form is not received within five days after the established deadline.**

A copy of each campaign disclosure form is mailed by the State Ethics Commission to the Clerk of Court in the county of residence of the Committee. These forms are matters of public record, open to public inspection upon request.

Detailed instructions may be obtained from the Campaign Disclosure Manual. Copies are available from the supervisory offices.

**VIOLATIONS**

If the Commission determines that a violation of the campaign practices has occurred, it may

- ➔ recommend administrative or disciplinary action;
- ➔ impose oral or written warnings or reprimands;
- ➔ require the violator to pay a civil penalty of not more than \$2,000.00 for each violation;
- ➔ require the forfeiture of anything received or the value of anything received in violation of the law; or
- ➔ refer the matter to the Attorney General for criminal prosecution.

If the Commission determines that a violation warrants criminal prosecution, the case will be referred to the Attorney General;

- ➔ a person convicted of a criminal violation is guilty of a misdemeanor and may be fined up to \$5,000.00, or imprisoned for up to 1 year or both;
- ➔ for a violation of the bribery section, guilty of a felony and may be fined up to \$10,000.00 and may be imprisoned for up to 10 years;
- ➔ the wilful filing of a groundless complaint is a misdemeanor and can result in a \$1,000.00 fine or penalty;
- ➔ a person who violates any provision of the campaign finance law is guilty of a misdemeanor and, upon conviction, must be fined not more than five hundred percent of the amount of contributions or anything of value that should have been reported pursuant to the provisions of the campaign finance law, but not less than five thousand dollars or imprisoned for not more than one year, or both.
- ➔ a ballot measure committee must not use or permit the use of contributions solicited for or received by the ballot measure committee for any purpose other than the purpose for which the ballot measure committee was originally created, unless the person making the contribution gives written authorization for a different use other than for which the contribution was originally intended.

- ➔ the State Ethics Commission has jurisdiction to seize all funds in a ballot measure committee's account and distribute them in accordance with subsection (D) of Section 8-13-1371 when the ballot measure committee violates any provision of this section.

INSTRUCTIONS FOR **PAGE 1**

IDENTIFICATION NUMBER – EIN or a number to be generated by staff.

LOCATION OF CAMPAIGN ACCOUNTS - List the account numbers for your campaign savings account and checking account, as well as the name and address of the depository where the account(s) are maintained. The account information will not be provided to the public.

Name of Ballot Measure Committee:

[illegible]

The following information is required for administrative purposes, only for positive identification of the filer, and will not be released to the public.

**EIN:**

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## LOCATION OF CAMPAIGN ACCOUNTS

A. Savings Account #

[illegible]

Name of Banking Institute:

**Address:**

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B. Checking Account #

[illegible]

Name of Banking Institute:

**Address:**

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NOTE:

PLEASE COMPLETE THIS ENTIRE REPORT IN **BLUE** OR **BLACK** INK, OR **TYPE**.

**DO NOT USE PENCIL**

**KEEP A COPY FOR YOUR RECORDS**

## \$100 PER DAY PENALTY IF FILED LATE

## INSTRUCTIONS FOR PAGE 2

1. TYPE OF REPORT - Check the appropriate block: INITIAL; PRE-ELECTION; FINAL; QUARTERLY UPDATE. Indicate the applicable quarterly reporting period.
2. NAME OF BALLOT MEASURE COMMITTEE - Identify the committee or other person filing the report by full and proper name. An acronym or abbreviation may be used by the committee if the acronym or abbreviation is commonly known or clearly recognized by the public.
3. ADDRESS FOR MAILING PURPOSES. Be sure to include your full address: city, state, and zip code.
4. PURPOSE – Identify subject matter of referendum.
5. DATE OF ELECTION-Indicate the month, day, and year of the election for which the report is being submitted.
6. COUNTY - Identify the name of the county in which the office is located.
7. CONTRIBUTIONS-**The receipt of contributions must be indicated in the proper category, total this period and total for election cycle. Contributions of more than \$100.00 must be itemized on Section A on page 3.**
  - A. Unitemized contributions are those which individually are \$100.00 or less during an election cycle. Itemized contributions are those which aggregate more than \$100.00 during an election cycle. List the totals this period and totals for the election cycle to date from Section A.
  - B. In-Kind contributions are goods or services which are provided to or by a person at no charge or for less than their fair market value. They are also in-kind expenditures, and must equal 8A.
  - C. List total receipts by totaling the above columns.
8. EXPENDITURES-**All expenditures are to be itemized in Section B on page 3.**
  - A. In-Kind expenditures are goods or services which are provided to or by a person at no charge or for less than their fair market value. They are also in-kind contributions, and must equal 7B.
  - B. List total of all other expenditures from Section B.
  - C. List total expenditures by totaling the columns.
9. BALANCE OF CONTRIBUTIONS  
Item 9(A) must equal contributions on hand from previous report. If none, show zero. The contributions on hand at the end of the reporting period (9D) is determined by adding the total of contributions received this reporting period (9B) to the amount on hand at the beginning of the reporting period (9A), and subtracting the amount of funds expended during the reporting period (9C). A report must be filed every quarter until account has a zero balance and all loans are repaid.
10. LOANS: **List debts owed by the Committee, and itemize in Section C on page 4.**

## **SIGN AND DATE FORM**

**NOTE: PLEASE PROVIDE ONE ORIGINAL AND ONE COPY OF THIS FORM TO THE APPROPRIATE SUPERVISORY OFFICE, AND KEEP A COPY FOR YOURSELF.**

1. Type of Report: ☐ Initial ☐ Pre-Election ☐ Final Quarterly Update: ☐ Apr 10 ☐ Jul 10 ☐ Oct 10 ☐ Jan 10

2. Name of Ballot Measure Committee:

3. Mailing Address:																			
City:															State:				
Zip:					Phone:														
4. Purpose																			
5. Date of Election: (mo/day/year)																			
6. County:																			

7. CONTRIBUTIONS (Check if none _____)	Unitemized (\$100.00 or less)	Itemized (over \$100.00)	TOTAL	
			This Period	Election Cycle
A. Individual Contributions or other	(+)	(+)	(+)	(+)
B. In-Kind Contributions (must equal 8A)	(+)	(+)	(+)	(+)
C. Total Contributions	(=)	(=)	(=)	(=)

8. EXPENDITURES	Total (This Period)	Total (Election Cycle)	9. BALANCE OF CONTRIBUTIONS
A. In-Kind Expenditures (Must equal 7B)	\$	\$	A. Contrib. On Hand (Beginning this Period) \$
B. Expenditures	(+)	(+)	B. Total Contributions (This Period) (7C.) (+)
C. Total Expenditures (=)	(=)	(=)	C. Total Expenditures (This Period) (8C) (-)
			D. Contrib. On Hand (Period End) (-)

## 10. LOANS

Amounts owed by the Committee \_\_\_\_\_ (Must be Itemized in Section C)

**CERTIFICATION:** I certify that the contents of this statement are true, correct, and complete to the best of my knowledge and belief. I understand that if this statement is not received within five (5) days of the deadline, a late filing penalty of \$100.00 per day WILL be levied.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Chair or Treasurer

Print Name: \_\_\_\_\_

## FOR OFFICE USE ONLY:

☐ Complete \_\_\_\_\_ ☐ Incomplete☐ Entered \_\_\_\_\_ ☐ Scanned

## FAXED COPIES WILL NOT BE ACCEPTED

The original must be received no later than 5:00 p.m. on the date of the established deadline.

**NOTE: PLEASE PROVIDE ONE ORIGINAL AND ONE COPY OF THIS FORM TO THE APPROPRIATE SUPERVISORY OFFICE, AND KEEP A COPY FOR YOURSELF.**



## **INSTRUCTIONS**

For Page 3

### **SECTION A - ITEMIZED CONTRIBUTIONS RECEIVED**

Any cumulative contribution of more than \$100.00 from any individual or committee, in the aggregate during an election cycle must be indicated by the name, address and occupation of the contributor. The date and amount of each contribution must be disclosed for the current reporting period and to date for the election cycle. The total receipts must be the same as 7C itemized this period.

### **SECTION B - ITEMIZED EXPENDITURES**

All expenditures must be indicated with disclosure of the date of payment **and** the full name and address of the payee and the purpose and amount of each such expenditure. The total expenditures must be the same as 8(C) this period.

E4A.3

Committee Name: \_\_\_\_\_

## A. ITEMIZED CONTRIBUTIONS

DATE	FULL NAME, FULL ADDRESS, AND OCCUPATION OF INDIVIDUAL CONTRIBUTOR(S) OR FULL NAME AND FULL ADDRESS OF GROUP MAKING CONTRIBUTION	CONTRIBUTIONS THIS PERIOD	CONTRIBUTIONS TO DATE

TOTAL (Must equal amount reported in Number 7C. Itemized)

## B. ITEMIZED EXPENDITURES

DATE	FULL NAME <u>AND</u> FULL ADDRESS OF VENDOR OR CANDIDATE TO WHOM EXPENDITURE WAS MADE	DESCRIPTION OF EXPENDITURE	AMOUNT THIS PERIOD

TOTAL (Must equal amount reported in Number 8C. This Period)

## **INSTRUCTIONS**

For Page 4

### **SECTION C - DEBTS AND OBLIGATIONS**

Any loans or extensions of credit should be listed in Section 1 indicating the date of the loan or extension of credit as well as the name **and** address of the individual or group extending the loan or credit. The purpose and terms (interests rate, repayment terms) must be disclosed as well as the amount of the original loan or extension of credit.

#### **LOANS**

Loans to a campaign are considered contributions to the campaign and are subject to the appropriate contribution limits. A loan is not subject to the contribution limits if it is (1) made by a commercial lending institution, (2) in the regular course of business, (3) on the same terms ordinarily available to the public, and (4) secured or guaranteed upon which collection is not made.

Any loan repayments made through the date of the filing of this form should be indicated in Section 2 of Schedule C. The date of payment, full name **and** address of the individual or group receiving the payment and the payments during the period and year to date should be disclosed. The existing balance is also identified. Reporting on a quarterly basis shall continue until the existing balance is repaid and a Final Report is filed.

### **SECTION D- DISPOSITION OF ASSETS**

Any assets of a value of \$100.00 or more still in the possession of the committee at the time of the final report are to be disclosed along with an explanation of the disposition to be made of these assets.

E4A.4

Committee Name: \_\_\_\_\_

## C. (1) LOANS RECEIVED

DATE	FULL NAME AND FULL ADDRESS OF INDIVIDUAL OR FULL NAME AND FULL ADDRESS OF GROUP MAKING LOANS	PURPOSE	TERMS	INITIAL AMOUNT OF LOAN

TOTAL LOANS RECEIVED

## (2) LOAN REPAYMENTS

DATE OF PAYMENT	FULL NAME <u>AND</u> FULL ADDRESS OF INDIVIDUAL OR GROUP TO WHOM REPAYMENT WAS MADE	PAYMENTS		EXISTING BALANCE
		This Period	Year-to-Date	
TOTAL LOANS REPAYMENTS				

TOTAL ( Must equal amount reported in Number 10 Loans)

## D. FINAL DISPOSITION OF PROPERTY OWNED BY CAMPAIGN WORTH \$100.00 OR MORE

Asset \_\_\_\_\_ Disposition \_\_\_\_\_

Asset \_\_\_\_\_ Disposition \_\_\_\_\_

Asset \_\_\_\_\_ Disposition \_\_\_\_\_

Asset \_\_\_\_\_ Disposition \_\_\_\_\_

## **CONTACT NUMBERS**

For questions, call: 803/253-4192

or

**Visit the State Ethics Commission  
or copy additional forms at:**

<http://www.state.sc.us/ethics>

***State Ethics Commission  
5000 Thurmond Mall, Suite 250  
Columbia, SC 29201***

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